

Superior Court of California, County of Tuolumne
Date Posted: May 17, 2005

Position Announcement:
Court Fiscal Analyst

Final filing date: June 3, 2005

Salary: \$3,977.88 to \$4,856.18 per mo.

For an employment application please visit:
<http://www.tuolumne.courts.ca.gov/employment.htm>

Tuolumne County:

The County of Tuolumne (population 57,000) was incorporated in 1850 as one of the original 27 counties in the State of California. Stretching from the foothills to the crest of the Sierra Nevada Mountains, Tuolumne County is both a recreation paradise and a wonderful place to live. The County contains historic gold mining towns, the pristine Emigrant Wilderness, world-renowned Yosemite National Park, and numerous lakes and rivers. Its proximity to San Francisco (2 hours) and Sacramento (2 hours) makes the County easily accessible year around.

The position:

The Court Fiscal Analyst (CFA) position is an at-will, exempt, professional series position that performs a full-range of accounting duties related to the court's fiscal analysis and management. The CFA prepares, or oversees the preparation of accounting ledgers, records, and systems; collects and analyzes financial information in order to prepare routine and ad hoc financial reports; and, conducts audits, monitors, appraises and participates in the preparation of court budgets.

While performing these duties, the CFA is required to demonstrate a high level of written and oral communication skills; analyze and solve problems; cooperate and collaborate with other members of the court and the court's justice partners; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under strict deadlines; and interact tactfully and professionally with others encountered in the course of work. The CFA will report directly to the court's executive officer and be a member of the court's management team.

Qualification guidelines:

Any combination of training and experience that would likely provide the required knowledge and abilities including the knowledge of principles and practices of financial management, government accounting, and budgeting is qualifying

experience. A typical way to obtain the required knowledge and abilities would be an educational level equivalent to graduation from an accredited college or university with a Bachelor's degree in accounting, court administration, business or public administration or a closely related field and four years of progressively responsible accounting or budgeting experience, including two years in a management position. CPA and/or a Master's degree from an accredited college or university in accounting, business or public administration is preferred.

Benefits:

- Potential to accrue 240 hours of Personal-Time-Off (PTO), which can be used for vacation or sick leave;
- 13 paid holidays per calendar year;
- 40-hours management leave per FY;
- \$545.00 per month for the Court's health and welfare cafeteria plan, plus a medical reimbursement plan (Café is 100% refundable if employee has medical coverage elsewhere);
- CalPERS 2% at 55 PERS retirement (employer pays employee's 7%); and,
- An interest-free computer loan program for the purchase of personal computers.

Employment application and Selection procedures:

- Interested applicants must submit a completed Superior Court of California, County of Tuolumne employment application and a completed response to the three supplemental questions listed below. A resume may be attached, **but not in lieu** of the Court's employment application.
- Applications must be received by 5:00 p.m. on the closing date. Please forward all application material to:

Superior Court of California, County of Tuolumne

Attn: HR

41 West Yaney Avenue

Sonora, CA 95370

Fax: (209) 533-6607

- Candidates rated as best qualified, will be invited for a test and/or interview, after which they will be added to a continuous or non-continuous eligibility list.

- If you have any questions concerning the above or wish to request application materials, please call (209) 533-6914 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

All applicants must attach a written response in narrative form to the following supplemental employment questions:

- Please describe how you have acquired the desired skills and knowledge to successfully fulfill the role and responsibilities of this position?
- What experience do you have with government accounting, budgeting, and fund accounting?
- What would you consider to be the foundation for an efficient and organized organizational accounting system?
- What is your understanding of the state of California's judicial branch and the numerous legislative changes effecting trial-court administration that have occurred in the last decade?